Languages

Overview

Introduction   This section provides the procedures for viewing, adding, correcting and deleting Languages in Direct Access.
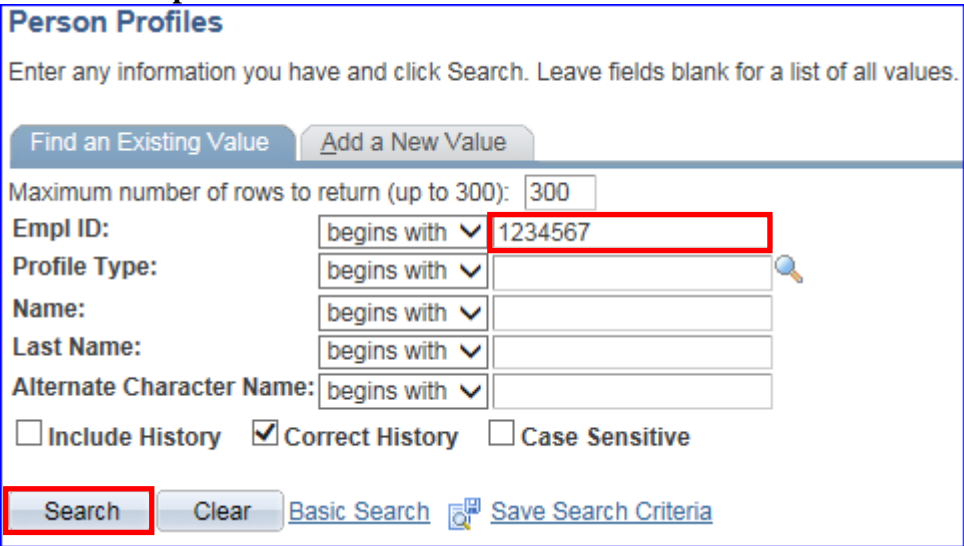
Contents

Viewing a Language

Introduction   This guide provides the procedures for Viewing a Language in Direct Access.

Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet.
2	Enter the **Emplid** and hit **Search**.

Procedures,
continued

Step	Action
3	The Person Profile page will display. Select the **Qualifications** tab. **Person Profile** Empl ID: 1234567 **Antonio Banderas** Profile Type: PERSON Person *Profile Status: Active *Description: Antonio Banderas Profile Actions: <Select Action> Competencies | Qualifications | Education | Mobility | Waivers | CAN ▼ Competencies Customize | Find | View All | First 1-5 of 11 Last | ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History
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IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice	
IS007	(Obsolete)HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice	
IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice	
MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little	
MARER	(Inactivated)Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE		
4	The members' languages will display beneath the Honors and Awards section. Click the **Language** link. Competencies | Qualifications | Education | Mobility | Waivers | CAN ▶ Honors and Awards ➕ Add New Honors and Awards ▼ Language Skills Customize | Find | View All | First 1 of 1 Last 	ID	Language	Content Type
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SP	Spanish	LNG	

Viewing a Language, Continued

Procedures,
continued

Step	Action
5	The member's View Language Skills page will display. Click **OK** to return to the Person Profile screen. **Person Profile** **View Language Skills** Empl ID: 1234567 Antonio Banderas Profile Type: PERSON Person This page displays the item details. You are not authorized to update this Content Item. **Details** Find | View All First 1 of 1 Last Data Entry Date: 11/29/2011 Language: SP Spanish Status: Active Proficiency Level: Listening Test Date: Reading Test Date: Expiration Date: 11/29/2012 Reading Score: 2+ Listening Score: 3 OK

Adding a New Language

Introduction   This guide provides the procedures for Adding a New Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to add a new language.

Before you begin   In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/DLPT Test results must be entered following the steps outlined in this section.

For FLPP purposes certification of members' language proficiency will expire at the end of the 1-year period beginning on the first day of the first month after the certification date. Members must test annually in each language for which they are receiving FLPP in order to continue receiving FLPP. When completing the Expiration Date field always use the date which is the last day of the month in which the test was taken, one year later. **Examples**:
- PO1 Johnson takes/passes FLPB test for Spanish on 9/5/2015. Expiration Date must be recorded as 9/30/2016.
- PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2016. Expiration Date must be recorded as 5/31/2017.

Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet.

Procedures,
continued

Step	Action
2	Enter the **Emplid** and hit **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with ∨ 1234567 Profile Type: begins with ∨ 🔍 Name: begins with ∨ Last Name: begins with ∨ Alternate Character Name: begins with ∨ ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
3	The Person Profile page will display. Select the **Qualifications** tab. **Person Profile** Empl ID: 1234567 **Antonio Banderas** Profile Type: PERSON Person *Profile Status: Active ∨ *Description: Antonio Banderas ✕ ⓘ 🖨 Profile Actions: \<Select Action> ∨ ⟫ Competencies | Qualifications | Education | Mobility | Waivers | CAN ▾ Competencies Customize | Find | View All | 🗗 | 🌐 First ◀ 1-5 of 11 ▶ Last

ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	
IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice		🗑
IS007	(Obsolete)HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice		🗑
IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice		🗑
MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little	📇	🗑
MARER	(Inactivated)Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	📇	🗑

Procedures,
continued

Step	Action
4	Click the **Add New Language Skills** link.
5	The Add New Language Skills page will display. Enter the required fields using the Field/Description table below.

Adding a New Language, Continued

Procedures,
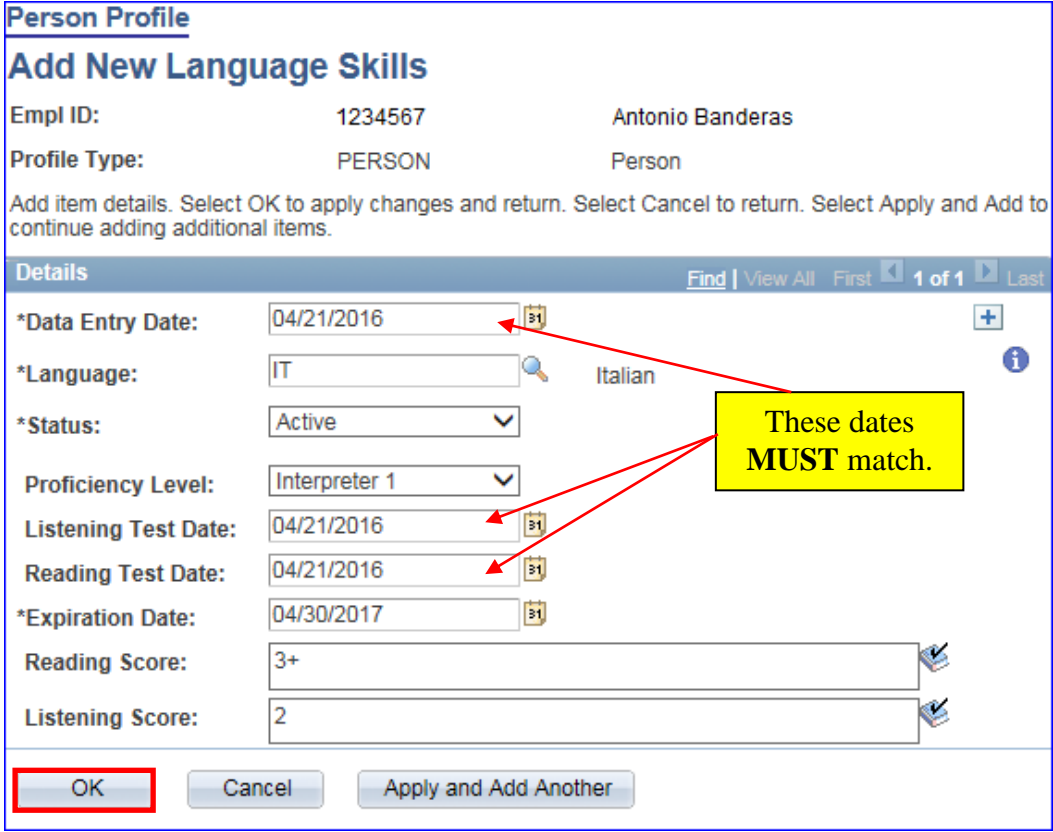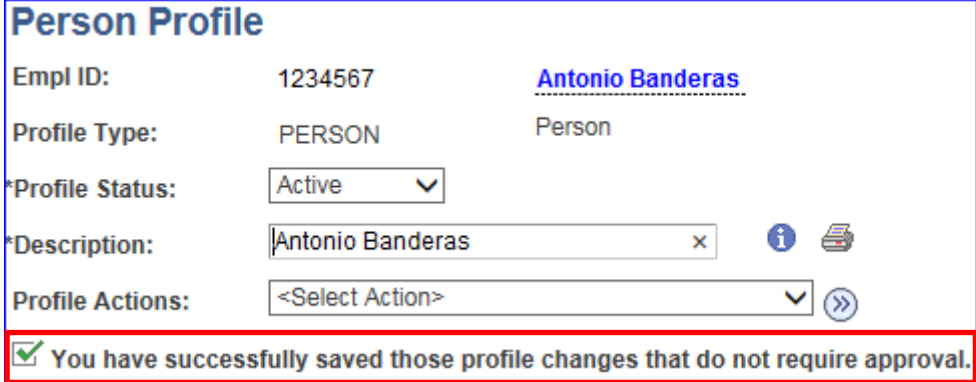continued

Step	Action

Field	Description
*Data Entry Date (Required)	This field defaults to today's date. Change the date to match the date the member passed the test (as used in Listening Test Date and Reading Test Date).
*Language (Required)	Enter the Language code or, search for the Language code by clicking on the magnifying glass. Click the 'Look Up' button to see a list of all languages or enter search criteria and then click 'Look Up'.
*Status (Required)	This field defaults to "Active". DO NOT change this field.
Proficiency Level	Enter the Proficiency level based on the listening and reading test scores.
Listening Test Date	Enter the date the Listening Test was taken for the language being entered. Must match Data Entry Date.
Reading Test Date	Enter the date the Reading Test was taken for the language being entered. Must match Data Entry Date.
*Expiration Date (Required)	Enter the Expiration Date for the language being entered. The expiration date **must be the last day of the month in which the test was taken, one year later**. **Example:** PO2 Rodriguez takes/passes FLPB test for Spanish on 5/25/2015. Expiration Date will be recorded as 5/31/2016.
Reading Score	Enter the Reading test score received for the language being entered.
Listening Score	Enter the Listening test score received for the language being entered.

Step 5 (cont)

Adding a New Language, Continued

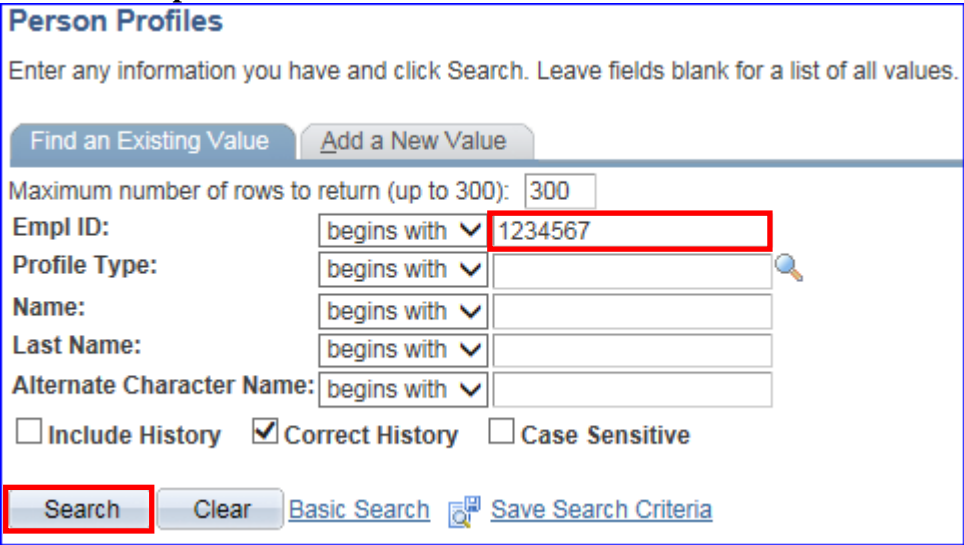**Procedures**,
continued

Step	Action
6	The expiration date **MUST** be the last day of the month in which the test was taken, one year later. Once the required fields are completed, click **OK**. Person Profile **Add New Language Skills** Empl ID: 1234567 Antonio Banderas Profile Type: PERSON Person Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items. **Details** Find | View All First ◀ 1 of 1 ▶ Last *Data Entry Date: 04/21/2016 📅 ➕ *Language: IT 🔍 Italian ℹ *Status: Active ▾ These dates **MUST** match. Proficiency Level: Interpreter 1 ▾ Listening Test Date: 04/21/2016 📅 Reading Test Date: 04/21/2016 📅 *Expiration Date: 04/30/2017 📅 Reading Score: 3+ Listening Score: 2 OK Cancel Apply and Add Another
7	Click **Save** at the bottom of the Person Profile page.
8	Once saved, this message will display. **Person Profile** Empl ID: 1234567 Antonio Banderas Profile Type: PERSON Person *Profile Status: Active ▾ *Description: Antonio Banderas ✕ ℹ 🖨 Profile Actions: <Select Action> ▾ » ☑ You have successfully saved those profile changes that do not require approval.

Adding Previously Granted Foreign Language Test Results for the Same Type of Language

Introduction   This guide provides the procedures for adding previously granted foreign language test results for the same type of language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet. **Person Profile** Person Profiles
2	Enter the **Emplid** and hit **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value Maximum number of rows to return (up to 300): 300 **Empl ID:** begins with ▼ 1234567 **Profile Type:** begins with ▼ 🔍 **Name:** begins with ▼ **Last Name:** begins with ▼ **Alternate Character Name:** begins with ▼ ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

Step	Action
3	The Person Profile page will display. Select the **Qualifications** tab.
4	Select the **Language**.

Adding Previously Granted Foreign Language Test Results for the Same Type of Language, Continued

Procedures, continued

Step	Action
5	The Update Language Skills page will display. Click the **Plus** button. **Person Profile** **Update Language Skills** Empl ID: 1234567 Antonio Banderas Profile Type: PERSON Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details Find	View All First 1 of 1 Last *Data Entry Date: 11/29/2011 Language: SP Spanish *Status: Active Proficiency Level: Listening Test Date: Reading Test Date: *Expiration Date: 11/29/2012 Reading Score: 2+ Listening Score: 3
6	Some of the fields will carry over from the previous row. Details Find	View All First 1 of 2 Last *Data Entry Date: 05/10/2016 Language: SP Spanish *Status: Active Proficiency Level: Listening Test Date: Reading Test Date: *Expiration Date: 11/29/2012 Reading Score: 2+ Listening Score: 3
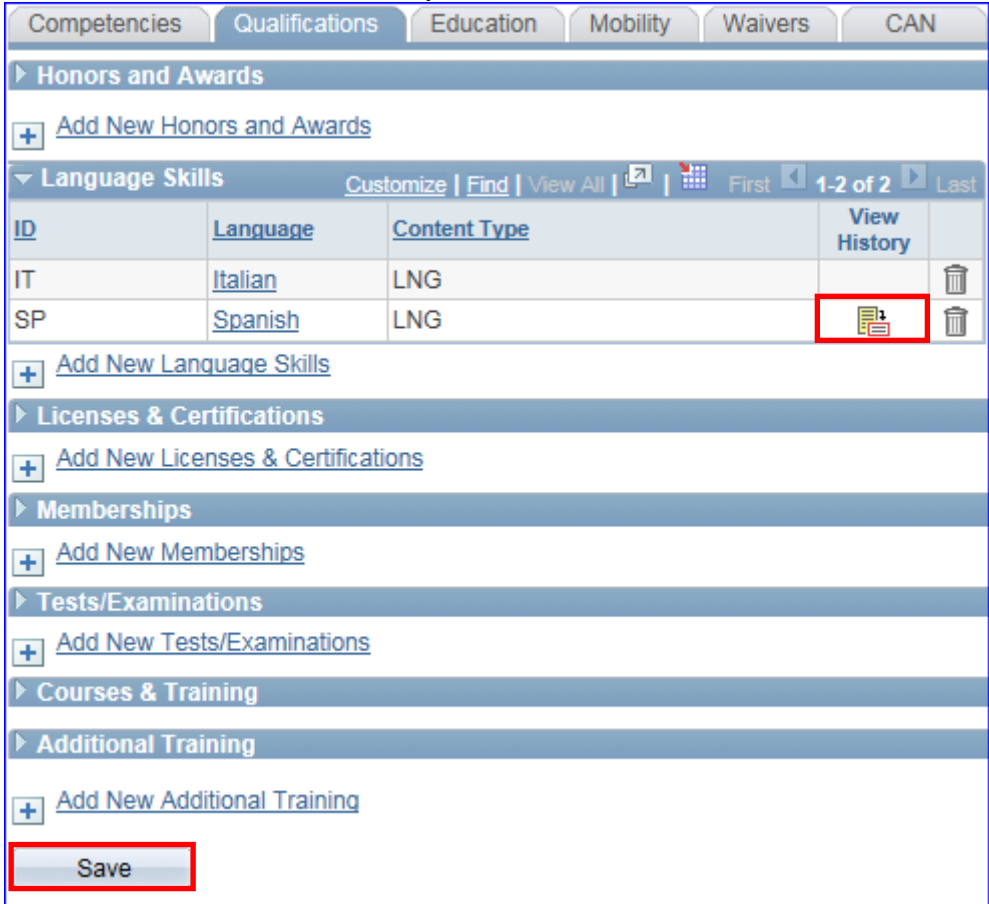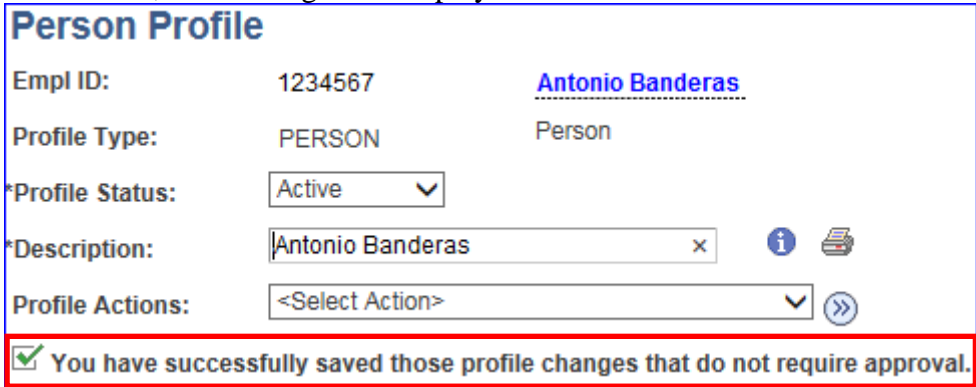
Procedures, continued

Step	Action
7	Update the required fields, then click **OK**.

Procedures, continued

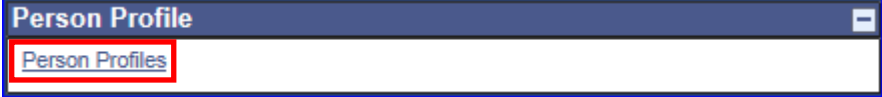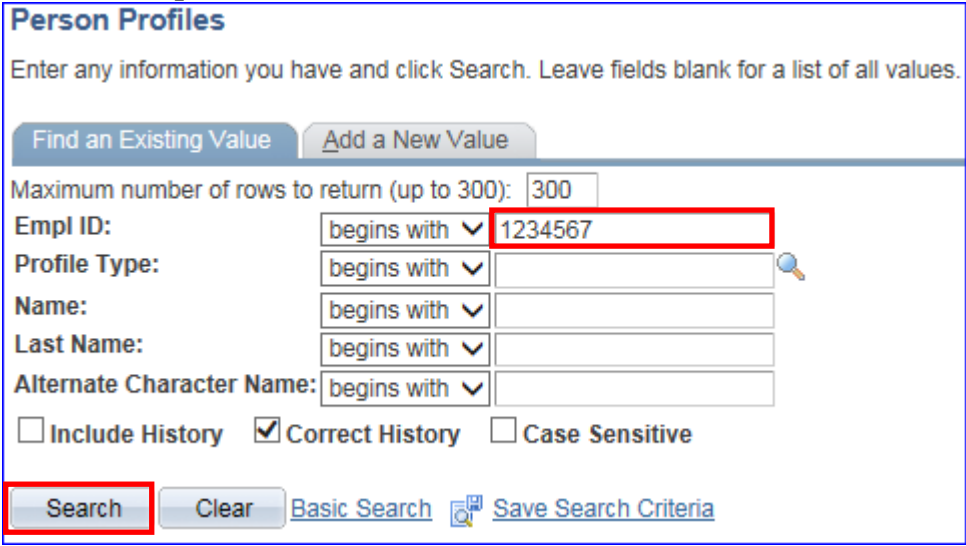| Step	Action
8	Notice it creates the View History icon. Click **Save**.
9	Once saved, this message will display.

Correcting a Language

Introduction   This guide provides the procedures for Correcting a Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

If the Language code needs to be corrected, the user MUST first delete the Language record and re-enter it using the correct Language code. Follow the steps in the Deletion guides to delete a Language record.

To correct any other Language data, follow the steps below.

Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet.
2	Enter the **Emplid** and hit **Search**.

Correcting a Language, Continued

Procedures,
continued

Step	Action
3	The Person Profile page will display. Select the **Qualifications** tab.
4	From the Language Skills section, select the **Language** to be updated or corrected. If the member has received the Language multiple times, be sure to select the correct Language record.

Correcting a Language, Continued

Procedures,
continued

Step	Action
5	The Update Language Skills page will display. Correct the appropriate fields, then click **OK**.
6	Click **Save** at the bottom of the Person Profile page.

Correcting a Language, Continued

Procedures,
continued

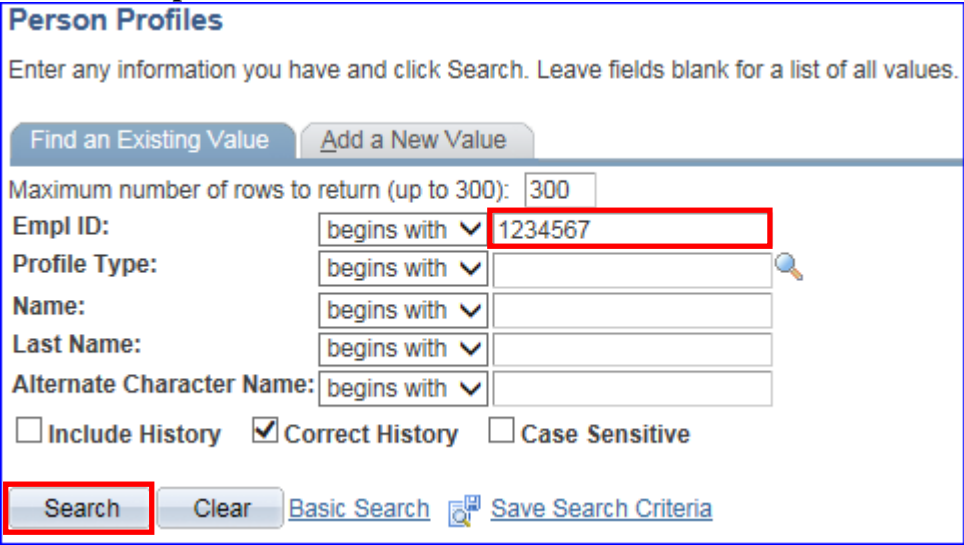| Step	Action
7	Once saved, this message will display.

Deleting a Single Language

Introduction   This guide provides the procedures for Deleting a Single Language in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same language. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a language that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.
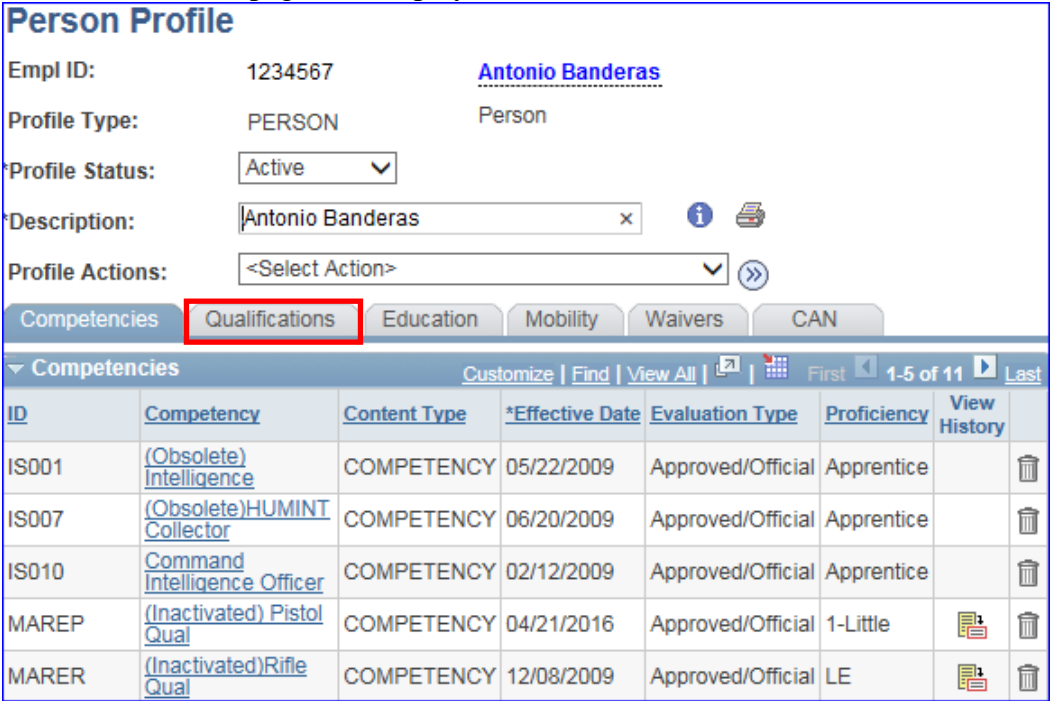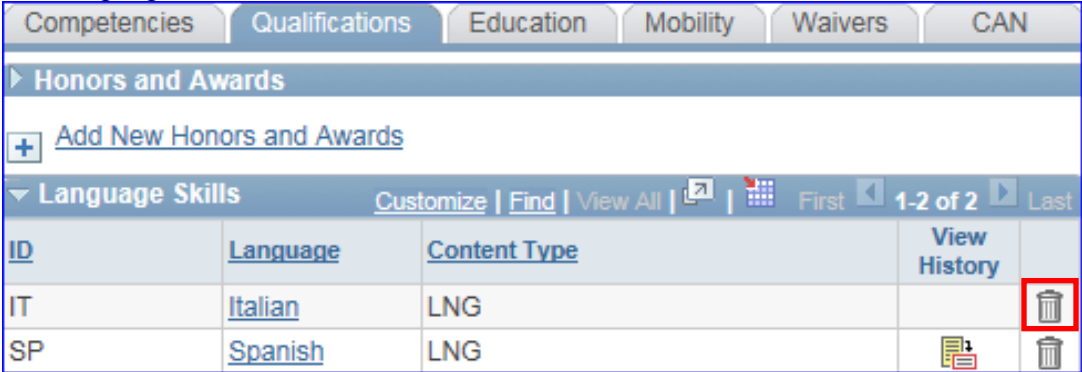
Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet.
2	Enter the **Emplid** and hit **Search**.

Procedures,
continued

Step	Action
3	The Person Profile page will display. Select the **Qualifications** tab.
4	To delete a Language that a member has received only once, click the **trash can** on the Language row.

Deleting a Single Language, Continued

Procedures, continued

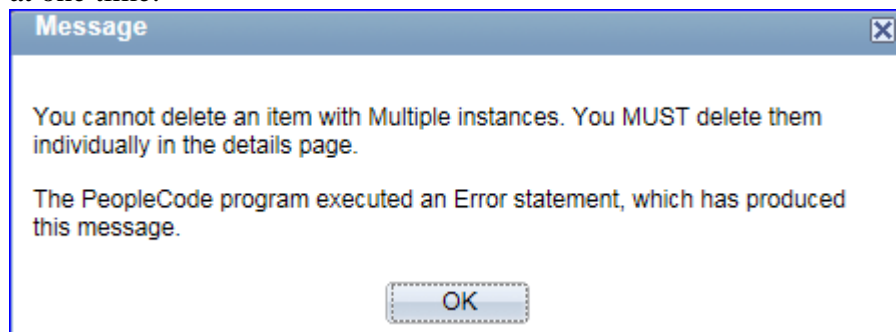| Step	Action
5	This message will appear. Click **OK**.
6	Click **Save** at the bottom of the Person Profile page.
7	Once saved, this message will display.

Deleting One Language when Multiple Instances Exist

Introduction   This guide provides the procedures for Deleting One Language when Multiple Instances Exist in Direct Access. The user must be an Educational Services Officer (ESO) or a Servicing Personnel Office (SPO) user to complete this action.

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same language. If a record is erroneously deleted, it will have to be recreated.

Note: To prevent unintentional deletions of languages, the **trash can** functionality for multiple languages of one type has been disabled.
The following message will appear if you attempt to delete multiple languages at one time:

Procedures   See below.

Step	Action
1	Select **Person Profiles** from the Person Profile pagelet.

Deleting One Language when Multiple Instances Exist, Continued

Procedures,
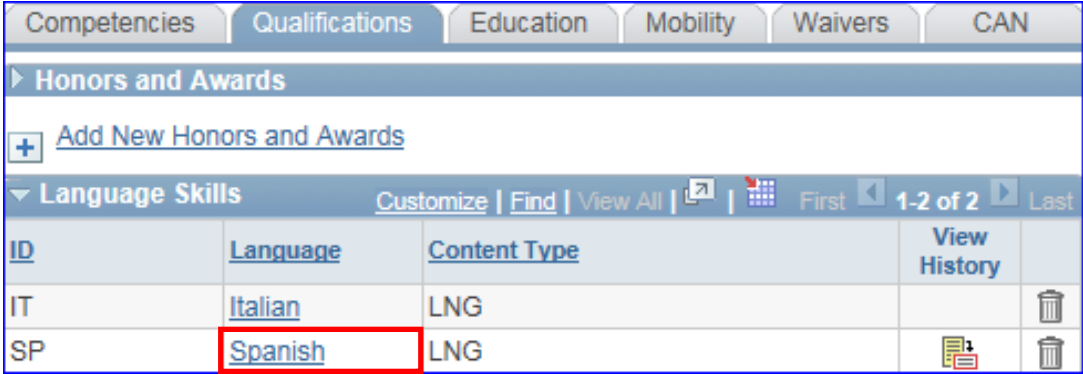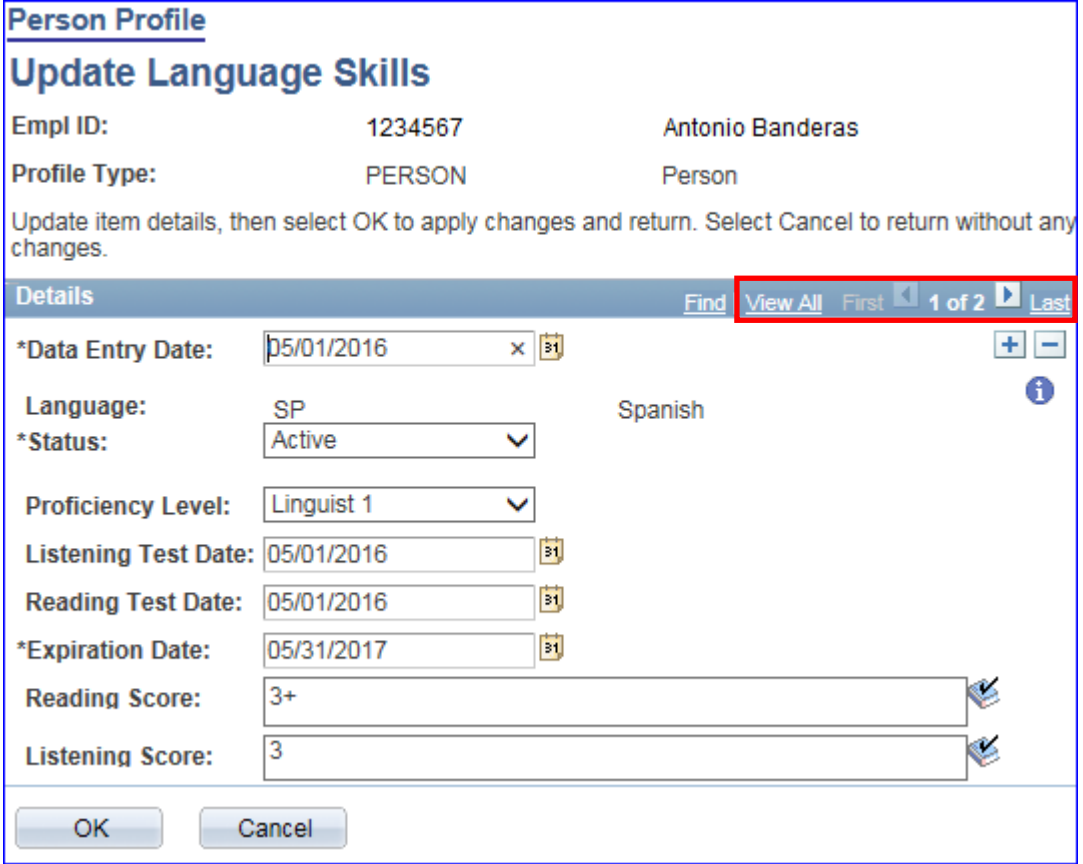continued

Step	Action
2	Enter the **Emplid** and hit **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value Maximum number of rows to return (up to 300): 300 **Empl ID:** begins with ⌄ 1234567 **Profile Type:** begins with ⌄ **Name:** begins with ⌄ **Last Name:** begins with ⌄ **Alternate Character Name:** begins with ⌄ ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
3	The Person Profile page will display. Select the **Qualifications** tab. **Person Profile** Empl ID: 1234567 **Antonio Banderas** Profile Type: PERSON Person *Profile Status: Active ⌄ *Description: Antonio Banderas × Profile Actions: <Select Action> ⌄ Competencies | Qualifications | Education | Mobility | Waivers | CAN ▼ Competencies Customize | Find | View All | First 1-5 of 11 Last | ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History
----	-----------	--------------	-----------------	-----------------	-------------	-------------
IS001	(Obsolete) Intelligence	COMPETENCY	05/22/2009	Approved/Official	Apprentice	🗑
IS007	(Obsolete)HUMINT Collector	COMPETENCY	06/20/2009	Approved/Official	Apprentice	🗑
IS010	Command Intelligence Officer	COMPETENCY	02/12/2009	Approved/Official	Apprentice	🗑
MAREP	(Inactivated) Pistol Qual	COMPETENCY	04/21/2016	Approved/Official	1-Little	🗑
MARER	(Inactivated)Rifle Qual	COMPETENCY	12/08/2009	Approved/Official	LE	🗑	

Procedures,
continued

Step	Action
4	Select the **Language** that needs to be deleted.
5	The Update Language Skills page will display. Scroll through the records using the Arrows or click **View All** to find the correct record to delete.
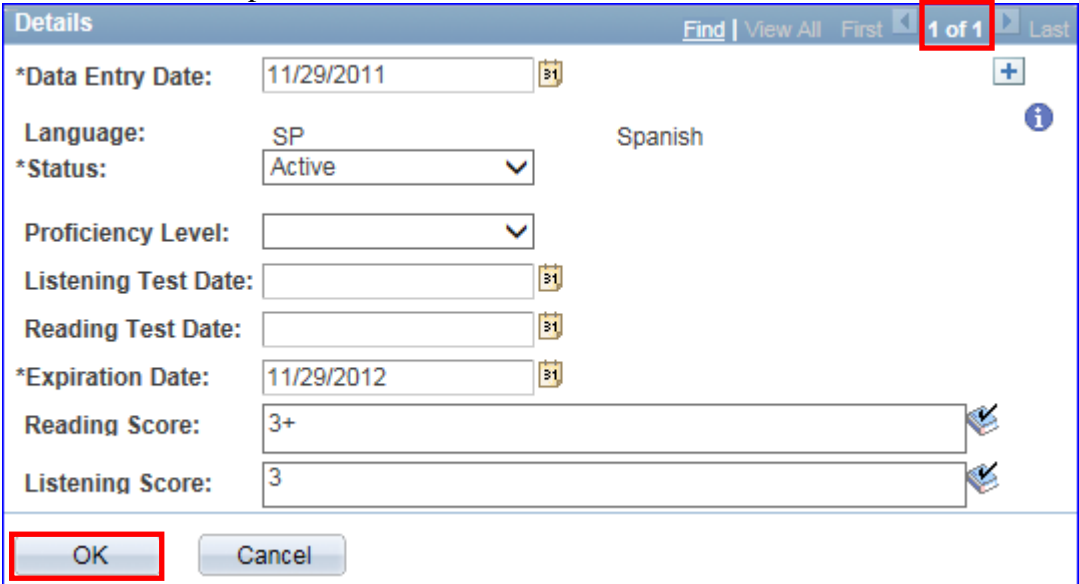
Procedures, continued

Step	Action
6	Once the correct record has been located, click the **Minus** button to delete it.
7	This message will appear. Click **OK**.

Deleting One Language when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	Notice the record updated to 1 of 1. Click **OK**.
9	Click **Save** at the bottom of the Person Profile page.
10	Once saved, this message will display.